

## FY18 Year-end Checklist

Date	Area	Action Required	Check upon Completion
Wednesday, March 14	Budget	A preliminary “draft” FY19 budget entered in GEARS (and Oper_Sum Zero budgets).	
Wednesday, March 14	PTP – Purchasing	Start Entering AY2019 Requisitions – should be approved but not budget checked.	
Friday, March 30	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, March 30	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, April 27	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, April 27	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Tuesday, May 1 – Friday, June 29	OTC – Order to Cash	On-going review and monitoring of chargeback clearing account. The account must have a zero, -0-, balance at year-end.	
Thursday, May 31	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Thursday, May 31	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Thursday, May 31 (approximately)	Budget	Final actual FY19 budget entered in GEARS.	
Friday, June 8	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 8	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Monday, June 11 (approximately)	PTP – Purchasing	Grant Awarding Departments – Please watch for and review email information from the DBF for guidance on year-end grant accruals due by July 6.	
Friday, June 15	OTC – Order to Cash	Circuit Court only – Transfer all interest earned on Escrow Accounts to account 8049.	
Friday, June 15	PTP – Purchasing	Complete all ordering and Express PO’s for FY18 to allow for receipt and voucher entry by July 13.	
Friday, June 15	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 15	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, June 22	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 22	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	

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Saturday, June 23 and Sunday, June 24	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.	
Monday, June 25	Purchasing Card	This is the cycle end date for the final P-card statement.	
Monday, June 25 – Friday, June 29	OTC – Order to Cash	Prince George’s and Montgomery Counties should send daily credit card totals to DBF.	
Monday, June 25 – Friday, June 29	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .	
Tuesday, June 26	OTC – Order to Cash	Cooperative Reimbursement Agreement Reports (Child Support Expense Allocations and Project Timesheets through PPE 6/19/18) are due to the Family Division at <a href="mailto:cra@mdcourts.gov">cra@mdcourts.gov</a> .	
Friday, June 29	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY18 revenue adjustments, such as returned checks, via email to DBF <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .	
Friday, June 29	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.	
Friday, June 29	PTP – Purchasing	On-going review and monitoring of voucher statuses, utilizing the voucher activity page, and interpreter invoice monitoring.	
Friday, June 29	GL – General Ledger	DBF modifies the parameters of the JGEN to Accounting Date.	
Friday, June 29	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option to specific date, 6/30/18.	
Friday, June 29	PTP – Accounts Payable	DBF changes the default accounting date to specific date, 6/30, under Payables Option.	
Monday, July 2	OTC – Order to Cash	Process the June 29 deposit. It should have an accounting date of June 30.	
Monday, July 2	PTP – Accounts Payable and OTC – Order to Cash	All FY19 invoice and revenue refund processing should be held until Monday, July 16.	
Friday, July 6	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.	
Friday, July 6	PTP – Accounts Payable	Submit any inter-agency invoices normally processed by DBF.	
Friday, July 6	PTP - Grants	Submit grant accruals to DBF.	

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Friday, July 6	OTC – Order to Cash	All FY18 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.	
Friday, July 6	OTC – Order to Cash	For District Court MDEC locations, any circuit court FY18 lien revenue received but not sent to the courts by this date must be accrued. Please send the data to Laura Jones.	
Friday, July 6	OTC – Order to Cash	Ensure all FY18 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals and agency return of funds, to DBF via fax or email <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .	
Friday, July 6	OTC – Order to Cash	Send: 1. Nonresident MD withholding report for June 2018 2. Litigant (Escrow) Bank account information to DBF.	
Friday, July 6	GL – General Ledger	Please complete any remaining FY18 journal entries in GEARS using a journal date of <b>June 30, 2018</b> . This includes any entries required to clear the 0995 Pcard account. Please ensure that journals are approved to allow for posting as well.	
Monday, July 9	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.	
Friday, July 13	PTP – Accounts Payable	Last day to enter vouchers against your FY18 budget. Please be sure that you have processed your final petty cash reimbursement, even if under \$10, as well as any applicable PO Box rental fees.	
Friday, July 13	PTP – Accounts Payable	Last day for the Judicial College to process vouchers for tuition assistance courses completed by June 30.	
Friday, July 13 (approximately)	OTC – Order to Cash	Once June interest is received from DBF, please ensure that EOM disbursements are processed timely with an accounting date of June 30 and AY2018.	
Friday, July 13	OTC – Order to Cash	Circuit Court only – Deposit June’s Escrow interest to FY19.	
Friday, July 13	PTP – Purchasing	Notify DBF of any purchase orders that you would like to be encumbered or accrued. For encumbrances, please use the new Encumbrance Request form and submit it to <a href="mailto:JFBU@mdcourts.gov">JFBU@mdcourts.gov</a> .	
Monday, July 16	PTP – Accounts Payable	DBF modifies the accounting date in the Payables Option back to current date for vouchering.	
Monday, July 16	PTP – Accounts Payable	DBF changes the default accounting date to current date under Payables Option.	
Monday, July 16	PTP – Purchasing	All PO’s from FY18 are no longer available for use and will be closed unless encumbered or accrued. If you have an invoice applicable to a PO that will be encumbered or	

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		accrued, you must hold it until notification is received that the encumbered/accrued PO is available for vouchering.	
Monday, July 16	PTP-Accounts Payable and OTC – Order to Cash	Begin processing any FY19 invoices and FY19 revenue refunds.	
Friday, August 3 (approximately)	PTP – Purchasing	PO's that were rolled into FY19 and encumbered or accrued from AY18 or earlier will be available for use. A notification will be sent when processing can resume against the PO's.	
Wednesday, August 8	GL – General Ledger	When closing schedules are sent to GAD, DBF modifies the parameters of the JGEN to current date.	